

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within the WEST area. See map herein.

Specifications by DTW
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Reviewed by _____

Jacket 460-505
IRS Req. 0-00505

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON SEPTEMBER 5, 2000.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL THE IRS DESK (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

**U.S. Government Printing Office (GPO)
Washington, DC**

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2) and Quality Assurance Through Attributes Program (GPO Pub. 310.1) in effect at the time the offer is submitted. In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes, these specifications will govern.

OVERVIEW: These specifications are for the procurement of a portion of the printed forms for the annual Federal Income Tax program. This program includes a time critical order fulfillment program which depends upon receipt of material by a certain date. Failure to ship material on schedule can cause the Government excess costs for premium transportation and/or back order processing. All or a portion of the costs which are attributable to failure to ship on schedule can be assessed as actual damages.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

PRODUCT: 272 page publication with separate wraparound cover, perfect-bound.

TITLE: Your Federal Income Tax.

CATALOG NUMBER: 10311G.

ITEM: Pub. 17 (2000) West.

QUANTITY: 375,784 copies, plus or minus none.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 3 % percent of the quantity stated above. This quantity adjustment may be made in writing or be telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) will be at the contractor's quoted "ADDITIONAL RATE". (See "OFFERS"). If no changes have been received by November 3, 2000 the bid quantities will stand as the FINAL contract quantity. Any further adjustment, due to extenuating circumstances, will be negotiated with the contractor.

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

TRIM SIZE: 213 to 216 x 276 to 279 mm (8-3/8 to 8-1/2 x 10-7/8 to 11"), bind on 276 to 279 mm (10-7/8 to 11") dimension.

GOVERNMENT TO FURNISH: One set of camera copy of text (contractor must set a GPO imprint line and insert per GPO Pub. 310.2, page 9, para. 9) and IRS carton label (label image is approx. 195 x 114 mm (7-11/16 x 4-1/2")).

One 93 mm (3-1/2") floppy disk containing addresses for POD distribution and a record layout. The disk was created on an IBM platform. Files created are in ASCII text format, ZIP code sorted. Contractor will have to manipulate text into a maximum of 4 lines per address.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES: The contractor must make all films required. Reproduce camera copy same size. Reproducibles made by the contractor and furnished camera copy may be destroyed 90 days after completion of delivery.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" No. 11, in effect at the time the offer is submitted.

Text: White/Natural Shade Newsprint (MUST be a light shade), grammage 40 to 52 g/m² (basis weight: 25 to 32 lbs per 500 sheets, 24 x 36"), equal to JCP Code A10, **or:** White Offset Book, grammage 75g/m² (basis weight: 50lbs per 500 sheets, 25 x 38"), equal to JCP Code A60. All text paper used in each copy must be of a uniform shade.

Cover: White Vellum-Finish Cover, grammage 135 or 175 g/m² (basis weight: 50 or 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20. All cover paper must have the grain parallel to the spine.

PRESSWORK: Print cover and text head to head. Print cover in a match of Pantone's 300 blue ink and text in black ink. There may be up 3 halftones/flat tones.

Format: Text - 272 pages, including blanks. Cover - 1 thru 4 and backstrip.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

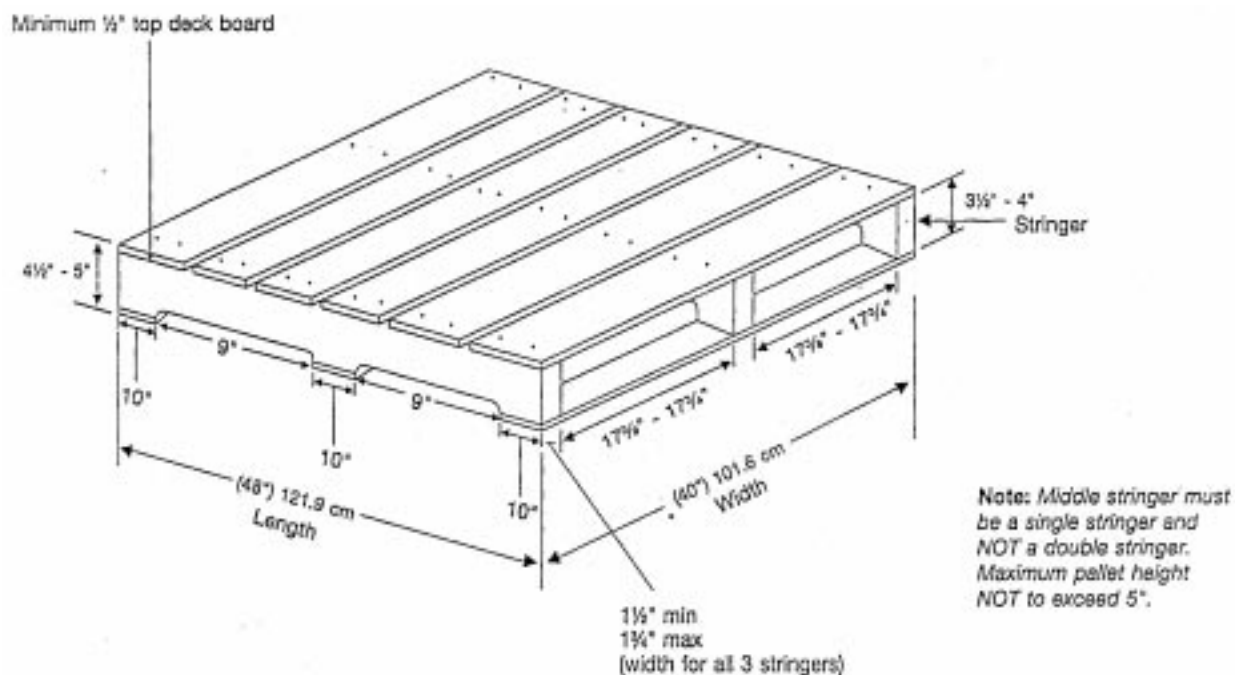
Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Cover -- Head 13 mm (1/2"), center in width,
Text -- Head 10 mm (3/8"), outside 10 mm (3/8").

BINDING: Perfect-bind text and wraparound cover; trim three sides.

PACKING: No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 30 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. The cartons, if stapled, may only be stapled on the bottom and/or side, in accordance with GPO Contract Terms (310.2), and the label must be applied to coincide with this construction, that is, no staples are to be on the top.

Pallets are required.



Pallets for IRS consignments: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown under palletizing) and single center stringer. Full entry **MUST** be on the 101.6 cm (40") width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 139.5 cm (55"), including pallet. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency. For POD distribution, the contractor must produce address labels with up to 4 lines of consignee address using the furnished disk and affix one per container or package label. The air shipped consignments will have "AIR SHIP" designated in the "TRANS MODE" field of the record layout, freight shipments will have "MOTOR" designated, and small package carrier shipments will have "UPS/RPS" designated.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 20 Point Bold typeface: Carton# ____ of ____ (small package carrier shipments only); From (Contractor's Name and Address); To* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable).

*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

MISLABELING/QUANTITY/LOOSE PACKING--PRICE REDUCTION

1. In addition to other inspection procedures detailed elsewhere in these specifications, each receiving office will inspect shipments for label accuracy, carton quantity, and loose packing. In the event one or more mislabeled cartons are discovered, each carton which must be opened and inspected and/or relabeled will reduce the contract price by \$2.00. In the event it is determined by the receiving office (either through the accompanying bills of lading for freight shipments or through association with other cartons received) that the contents of one or more cartons is wrong, thus resulting in a shortage of the item, the contractor will be charged the \$2.00 per carton inspection/relabeling fee mentioned above and will be required to make up the shortage for each affected office. In the event that cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for repacking and repalletizing.

2. "Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	O.K. Press Sheets
P-8.	Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9.	Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy.
- P-8. Camera copy.
- P-9. Pantone Matching System color.

QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select one copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on buff stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense,

by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

DISTRIBUTION: Ship f.o.b. destination and f.o.b. contractor's city as indicated.

The following four consignments ship f.o.b. destination:

Ship 90 sample copies to the U.S. Government Printing Office, Stop: PPP, Room C-817, Attn: IRS Control Desk, North Capitol & H Sts., Washington, DC 20401.

Ship 30 sample copies to IRS, 1111 Constitution Avenue, NW, Room 1237, Attn: Ron Hazell, OP:FS:M:T:S, Washington, DC 20707.

Ship 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 1,079 copies marked "Depository Copies, Item 0964-B" to the U. S. Government Printing Office, Depository Receiving Section, Jackson Alley, Room A-150, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

The remaining consignments ship f.o.b. contractor's city:

POD Distribution (disk and record layout to be furnished): Ship 91,290 copies to 105 nationwide destinations in full carton quantities as follows: Air shipments -- 353 cartons to 7 total destinations in various quantities, Freight shipments 834 cartons to 9 total destinations in various quantities; SPC (UPS/RPS) -- 1,856 cartons to 89 total destinations in various quantities.

Ship 272,550 copies to Internal Revenue Service, Western Area Distribution Center, 3041 Sunrise Boulevard Rancho Cordova, CA 95742.

Ship 6,450 copies to IRS, Fresno IRS Center, Warehouse Stop 94213, 2628 South Cherry Avenue, Fresno, CA 93706.

Ship 4,200 copies to IRS, Ogden IRS Center, Warehouse & Distribution, MS 1431 C-7, Clearfield Federal Depot, Building C-7, Clearfield, UT 84016.

Government bills of lading (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, except for a few, small f.o.b. destination shipments. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS immediately. Telephone area code 202-622-7350, between the hours of 8:30 am -- 3:30 pm prevailing eastern time, on Federal workdays. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the GBL, that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the GBL. All memorandum copies of the GBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using GBL's as the carrier will bill IRS directly.

Multiple Truckload Shipments: Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple GBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBLs should be returned to the IRS, NOT to the GPO.

Small Parcel Shipments: When the contractor is required to ship via small package carrier (SPC), the IRS will provide an IRS small package carrier account number. Contractors must notify the IRS at 202-622-7350, at least three Federal workdays, prior to the scheduled ship date, if a carrier account number has not been issued. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished.

For IRS shipments the contractor must FAX pertinent shipping information to IRS. See under "SCHEDULE".

SCHEDULE: Purchase order number by telephone by September 19, 2000.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, DC 20401, on November 6, 2000.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material, which would either extend the contract in accordance with GPO Pub. 310.2, Pg. 15, Art. 12, or require negotiating with GPO for an alternate schedule.

Ship per the following schedule. If no shipping priority is received, ship furthest destination first, closest destination last.

Ship complete on or before November 22, 2000.

DAILY SHIPPING VERIFICATION: The contractor must update the Shipping Information Status via e-mail communicating to IRS as the product ships on a daily basis using their state code, contractor code and a password. The contractor must have Internet access ability provided through the contractor's Internet Service Provider (ISP) with a browser of Internet Explorer 4.0, Netscape 4.0 or better and an established e-mail address. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Ron Hazel on 202-622-8157.

The Daily Shipping Verification is used for the purpose of updating IRS databases and to inform destinations of the shipping and quantity status. This information is required every IRS workday and any delay or missed input could result in a delay of payment.

The report should include:

1. *GPO Jacket Number
2. *IRS Requisition Number
3. *Product Name
4. *IRS Catalog Number

5. *Order Point Number, Account Number or the first 3 digits of the zip code
6. *Contractor ID Number (3 digit state code + 5 digit contractor code)
7. *Destination
8. Ship Date
9. Quantity Shipped
10. Mode of Transportation
11. SCAC or Carrier Name (if applicable)
12. GBL/Tracking Number (if applicable)
13. Per piece weight factor
14. Carton quantity

*Indicates information provided by IRS

In addition to the above the contractor must complete and send, via certified mail, IRS Form 5872 (Shipping Data Transmittal and Certification furnished with bills of lading) within one workday following the final shipment. Specific instructions for completion and mailing of this form will be furnished with the form.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Transportation charges are a factor in determining award.

Contractor MUST indicate in his bid the JCP NUMBER and the WEIGHT of the paper; and the FINISHED SIZE of the product he will furnish. This information is needed to evaluate freight and/or mail costs for award purposes. If this information is not indicated in the bid, the bid will be evaluated using the MAXIMUM specified paper weight and trim size.

Contractor must give the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. NOTE: Unless a different shipping point(s) is indicated by the bidder on GPO Form 910 the city and state shown as the bidder's address thereon will be used for determination of transportation charges. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

Bids received based on shipping the specified f.o.b. contractor's city consignments via f.o.b. destination will be considered nonresponsive.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404. FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6. Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Bid Results: The next workday following bid opening, bid results may be obtained by calling (202) 512-0357 for a taped message. For your convenience, you may wish to record this information.

Procurement Areas for Area Bid Tax Forms (3 Areas)

